Higher Blends Infrastructure Incentive Program (HBIIP)
Applicants and Stakeholders Check In

June 2, 2020
HBIIP Applicants and Stakeholders Check In
Tony Crooks
Kelly Bogle
Overview

Higher Blends Infrastructure Incentive Program (HBIIP)

What does this program do?

The purpose of the HBIIP is to increase significantly the sales and use of higher blends of ethanol and biodiesel, by expanding the infrastructure for renewable fuels derived from U.S. agricultural products.

Who may apply?

Owners of –

Transportation fueling facilities:
   Fueling stations, convenience stores, hypermarket fueling stations, fleet facilities, and similar entities with capital investments;

Fuel distribution facilities:
   Terminal operations, depots, midstream partners, and similarly equivalent operations.
What funding is available?

Up to **$100 million** is available to eligible participants/owners:

- **Approximately $86 million** is available to transportation fueling facilities, for activities related to higher blends of fuel ethanol; **greater than 10 percent ethanol**, including E15 and E85.

- **Approximately $14 million** is available to transportation fueling facilities and biodiesel distribution facilities, for activities related to higher blends of biodiesel; **greater than 5 percent biodiesel**, including B20 or higher.
What are the terms?

Grants for up to, 50 percent of total eligible project costs, but not to exceed $5 million, whichever is less.

How must funds be used?

Funds made available under HBIIP may only be used for eligible equipment, infrastructure and related expenses to support the sales and use of higher biofuel blends.
HBIIP Applicants and Stakeholders Check In

Agenda

• Enrollment
• What to do until HBIIP access
• Worksheet templates
  • Existing station
  • New station
  • Fuel distribution facility
• Other important documents
HBIIP Enrollment

• USDA E-Authentication, SAM CAGE code, DUNS/UEI, TIN

• Requesting access to the Online Application System

• Obtaining access to the Online Application System
Important Documents

- Checklist for Online Application System
- HBIIP Online Access Request
- HBIIP Online Application Instructions and Users Guide
  - Single Point of Contact List for Executive Order 12372 requirements (sec: 7.3.1)
  - Dispensers and Fueling Equipment Reference Guide (sec: 7.5.6 and 7.5.7)
  - Environmental Review Documents Guide (sec: 7.8)
  - Matching Funds Verification/Certification Guide (sec: 7.7.2 and 7.8)
  - SF 424 D Assurances - Construction Programs (sec: 7.8)

Other Resources

- Fuels Institute Retailing Biofuels Federal Regulations
- Handbook for Handling, Storing, and Dispensing E85 and Other Ethanol-Gasoline Blends
- Biodiesel Handling and Use Guide (Fifth Edition)
HBIIP Enrollment

- A Dun and Bradstreet Universal Numbering System (DUNS)/Unique Entity Identifier (UEI) number can be obtained at no cost via a toll-free request line at 1–866–705–5711 or online at http://fedgov.dnb.com/webform.

- Register the DUNS/UEI# at www.sam.gov. Include the CAGE code & expiration date.

- Create a USDA E-Authentication Customer Account, https://www.eauth.usda.gov. Level 2 access is recommended. Level 1 access is available.
Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue.
Please DO NOT enter any periods or special characters anywhere in the form, including a * or () in the phone number. Invalid characters include > < ! % () ;

For questions regarding the countries listed please contact Dun & Bradstreet at SAMHelp@dun.com

[SELECT] UNITED STATES OF AMERICA 

[CONTINUE]

Enter the following information for companies located in UNITED STATES OF AMERICA and click the submit button to execute your search.

Business Name
Street
City
State *
Phone

Enter the verification code shown: 

This is to prevent automated navigation. Click here to download验证码.

Submit
The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account

Start by creating a SAM user account.

Register Entity

After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records

Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.
eAuth Home

Delivering easy to obtain, secure and private online access to USDA programs and services.

More Access with Fewer Passwords

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable individual customers and employees to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

A single eAuth account saves time and reduces the number of passwords for users by providing effortless access to multiple online resources, programs and benefits to view or conduct official business via the Internet with USDA. This includes submitting forms electronically, completing surveys online, and checking the status of USDA accounts.

Identity Security

Our goal is to protect your personal information. The authentication and security encryption standards and practices we implement ensure your information is protected.

Designed for Mobile

Intuitive navigation paired with a responsive design and multi-browser compatibility provides an optimized user experience on mobile devices to register for accounts and view information.

Straightforward Simplified Processes

Uncomplicated account registration, enhanced privacy, with minimal data collection. Convenient online identity verification. Self-service forgotten password and User ID recovery. Intuitive Help and FAQs.

Convenience

Use a computer, tablet, or a smart phone to access your information or sign-up for an account 24 hours a day, 7 days a week.
Higher Blends Infrastructure Incentive Program

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  - Environmental Review Documents Guide (sec: 7.8)
  - Matching Funds Verification/Certification Guide (sec: 7.7.2 and 7.8)
  - SF 424 D Assurances - Construction Programs (sec: 7.8)

Other Resources

- Fuels Institute Retailing Biofuels Federal Regulations
- Handbook for Handling, Storing, and Dispensing E85 and Other Ethanol-Gasoline Blends
- Biodiesel Handling and Use Guide (Fifth Edition)
# HBIIP Company/Account and User Creation Request

**Request Type**

- 1. Create Company Account only
- 2. Create User Account only
- 3. Create both Company Account and User Account

**Company Information**

- Company Legal Name
- Company TIN
- DUNS/EUI Number
- SAM/CAGE Code
- Applicant Type (Select One)

**Authorized User Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>eAuth ID</th>
<th>Company TIN</th>
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<th>Company SAM/CAGE Code</th>
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Enroll
Request to Participate

- **Select: Create both Company Account and User Account.**
- Company’s Legal Name
- Company TIN
- DUNS/UEI Number
- SAM CAGE code
- **Applicant Type (Select One):**
  - Owner of 10 fueling stations or fewer
  - Owner of greater than 10 fueling stations
  - Fleet facility
  - Fuel Distribution Facility
- Information for at least one Authorized User
### HBIIP Company/Account and User Creation Request

#### Request Type
1. Create Company Account only
2. Create User Account only
3. Create both Company Account and User Account

#### Company Information
- **Company Legal Name:** Enter Fancy Field, LLC
- **Company TIN:** 555555555
- **DUNS/US Number:** 555555555
- **SAM/CAGE Code:** 55555
- **Applicant Type:** Owner of 10 or fewer fueling stations, or

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<table>
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<th>Ext. ID</th>
<th>Company TIN</th>
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<th>Company SAM/CAGE Code</th>
</tr>
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<tr>
<td>Fancy</td>
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To request access to **HBIIP Online Application System**:

1. Send an Email attached with a **completed** and **encrypted** **HBIIP Online Access Request** to, [HigherBlendsGrants-access@usda.gov](mailto:HigherBlendsGrants-access@usda.gov)

Please allow at least 2 business days to process your request.
To request access to **HBIIP Online Application System**: 

1. Send an Email attached with a **completed and encrypted** HBIIP Online Access Request to, **HigherBlendsGrants-access@usda.gov**

   Please allow at least 2 business days to process your request.

2. Send second email immediately with the encryption password
Enroll

Obtain access to the Online Application System

- Upon approval, a Company’s authorized/rightful users will each receive an email from, RD.AdminAppsSupport@usda.gov with, A URL and instructions to access the system.

Copy the URL and paste it into the address bar of a Google Chrome internet browser and hit enter.

Bookmark the URL for future use.
Questions on Enrollment?

Kelly Bogle
What to do until HBIIP access
Higher Blends Infrastructure Incentive Program

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Intergovernmental Review (SPOC List)

In 2018 the Federal Government obligated approximately $700 billion in grants to State and local governments. Executive Order 1372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform these functions. Below is the official list of these entities. For those States that have a home page for their designated entity, a direct link has been provided below if clicking on the State name.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance.

*** SPOC List as of February 7, 2019 ***

**ARIZONA**
Matthew Hansen, GPC
Statewide Grant Administrator
ADDAC, Office of Grants and Federal Resources
100 N. 15th Avenue, 4th Floor
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state.clr@opr.ca.gov

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**DISTRICT OF COLUMBIA**
Pat Henry
Office of Partnerships and Grant Services
401 4th Street, NW (Judiciary Square)
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http://opsy.dc.gov

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Florida Dept. of Environmental Protection
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Tallahassee, Florida 32399-2400
Mail Station 47
Telephone: (850) 717-9076
Chris.Staht@dep.state.fl.us
Submissions: State.Clearinghouse@dep.state.fl.us

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**LOUISIANA**
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Louisiana SPOC for EPA Grant
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LA Department of Environmental Quality
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**MICHIGAN**
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**MISSOURI**
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sara.vanderfeltz@mo.gov

**NEVADA**
Office of Grant Procurement, Coordination and Management
Single Point of Contact
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Carson City, Nevada 89701
Telephone: (775) 684-5676
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negrants@admin.nv.gov

**NEW HAMPSHIRE**
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New Hampshire Office of Energy and Planning
Act: Intergovernmental Review Process
Wendy Gilman
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**NEW JERSEY**
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**SOUTH CAROLINA**
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**UTAH**
Ken Matthews
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Governor's Office of Planning and Budget Utah State Capitol Complex
Suite 2310, PO Box 142210
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Fax: (801) 538-1547
state.grants@utah.gov

**KENTUCKY**
Lee Nafziger
The Governor’s Office for Local Development
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
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**MARYLAND**
Jason Dubow
Manager
Resource Conservation & Management
Maryland Department of Planning
300 West Pratt Street, Suite 1101
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
Fax: (410) 767-4480
MD.gov/clearinghouse@maryland.gov
http://planning.maryland.gov/OurWork/GrantResources.shtml
1. Check SPOC list to see if your State participates.

If No, select bottom option and Save Application Information
Intergovernmental Review (SPOC List)

In 2018 the Federal Government outlawed approximately $700 billion in grants to State and local governments. Executive Order 13772, “Intergovernmental Review of Federal Programs,” was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below by clicking on the State name.

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Florida State Clearinghouse
Florida Dept. of Environmental Protection
3800 Commonwealth Blvd.
Mail Station 47
Tallahassee, Florida 32399-2400
Telephone: (850) 717-9767
Fax: Chris.Stahl@dep.state.fl.us
Submissions: State.Clearinghouse@dep.state.fl.us

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Des Moines, Iowa 50319
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sara.vendervoet@oa.mo.gov

**NEVADA**
Office of Grant Procurement, Coordination, and Management
Single Point of Contact
406 East 2nd Street, First Floor
Carson City, Nevada 89701
Telephone: (775) 684-5676
Fax: (775) 684-0260
grants@admin.nv.gov

**NEW HAMPSHIRE**
Wendy Gilman
New Hampshire Office of Energy and Planning
Attn: Intergovernmental Review Process
Wendy Gilman
107 Pleasant Street, Johnson Hall
Concord, New Hampshire 03301
Telephone: 603-271-0496
wendy.gilman@co.nh.us

**NEW JERSEY**
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dwight.lowery@dcnj.state.nj.us

**OKLAHOMA**
Candice Hines
Office of Management and Budget
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Fax: (803) 744-0645
Bonny.Anderson@admin.sc.gov

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Fax: (801) 538-1347
utahgrant@state.ut.us

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**MARYLAND**
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Maryland Department of Planning
301 West Preston Street, Suite 1100
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
Fax: (410) 767-8440
ndp.clearrhouse@maryland.gov
http://planning.maryland.gov/OurWork/GrantResources.shtml

**CONCLUSION**
Intergovernmental Review is a critical process in ensuring that Federal funds are used efficiently and effectively. States and local governments play a crucial role in this process, and the SPOC List provides a valuable resource for those seeking information on Federal financial assistance. By Designating SPOCs, States can streamline the review process and improve the delivery of Federal funds to their communities.
2. If Yes, Select top option; Contact State SPOC to discuss opportunities and requirements.

3. Use calendar function to select date you will send/email State Submittal PDF to State.

4. Save Application Information.

5. When Submitting Federal Application, print State Submittal for emailing to State.
Higher Blends Infrastructure Incentive Program

Important Documents
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Dispensers and Fueling Equipment Reference Guide

**DISPENSER:** A dispenser (pump) is a unit that generally offers fuel and allows payment on two sides.

**REFUELING POSITION:** The number of spots a vehicle can pull into and purchase a particular fuel (E10, E15, diesel, etc.).
Dedicated E85 dispenser with dedicated hose

Shared dispenser with shared hose for E85 and E30, and a shared hose for E15, 87 and 91.

Flex Fuel Dispenser – Shared dispenser with E85 dedicated hose, diesel dedicated hose, and 1 shared hose for 3 standard fuels.
Typical Fuel Dispenser and Underground Storage Piping
(Illustration by Source North America)
Important Documents

- Checklist for Online Application System
- HBIIP Online Access Request
- HBIIP Online Application Instructions and Users Guide
  - Single Point of Contact List for Executive Order 12372 requirements (sec: 7.3.1)
  - Dispensers and Fueling Equipment Reference Guide (sec: 7.5.6 and 7.5.7)
- Environmental Review Documents Guide (sec: 7.8)
  - Matching Funds Verification/Certification Guide (sec: 7.7.2 and 7.8)
  - SF 424 D Assurances - Construction Programs (sec: 7.8)

Other Resources

- Fuels Institute Retailing Biofuels Federal Regulations
- Handbook for Handling, Storing, and Dispensing E85 and Other Ethanol-Gasoline Blends
- Biodiesel Handling and Use Guide (Fifth Edition)
Higher Blends Infrastructure Incentive Program (HBIIP)

Project Technical Report

The technical requirements specified in this section apply to HBIIP Fuelling Station Projects and to HBIIP Biodiesel Distribution Facility Projects.

This Report is to be submitted concurrently with the HBIIP Application. Only one HBIIP application may be submitted per HBIIP applicant and all affiliates, as applicable. An application may request HBIIP assistance for more than one location. If it is determined that an applicant is affiliated with another entity that has also applied, then the maximum grant award applies to all affiliated entities as if they applied as one applicant. An Affiliate is an entity controlling or having the power to control another entity, or a third party or parties that control or have the power to control both entities.

(a) Qualifications of project team. The HBIIP project team is expected to consist of a project manager, an equipment supplier of major components, a project engineer, and a construction contractor or system installer. One individual or entity may serve more than one role. Agency regulations require for engineers to be licensed in the State where the project is to be constructed. However, the Agency may grant an exception provided: State or Tribal law does not require the use of a licensed PE; and the project is not complex, as determined by the Agency, and can be completed to meet the
1. Qualifications of project team.
2. Agreements, permits, and certifications.
4. Design and engineering.
5. Project development schedule.
6. Project economic assessment.
7. Equipment procurement.
8. Equipment installation.
10. Dismantling and disposal of project components.
Questions on What to do until HBIIP access?

Kelly Bogle
HBIIP Worksheet
templates
Tony’s less than 10 station

Least common, but simplest

- Existing station (Targeted Assistance for “Owner of 10 stations or fewer”)
- 4 islands under canopy in forecourt
- 2 dispensers per island
- 2 fueling positions/hoses per dispenser
- *Retrofit/upgrade existing* dispensers to pump rack blended E15/88
- Install UST/S for E15
**Existing station**

- **Station Type**: Existing
- **Station Name**: Existing station
- **Address**:
  - **33 SE Convenience Store Blvd.**
  - **City**: Alsea
  - **County/Parish**: Polk
  - **Zip/Postal Code**: 97323
  - **Congressional District**: IA-03
- **Contact Information**:
  - **Telephone**: 509-000-7200
  - **Fax Number**:

**Congressional tool tip**

**Administrator Priorities**

**Priority Scoring Criteria (Check all that apply):**
- Interstate Corridor
- Interstate Corridor Name
- **New England States**
- **Western States**
- **State Station**

*Save*
Be sure to Save!
<table>
<thead>
<tr>
<th></th>
<th>3 YEAR AVERAGE</th>
<th>3 YEAR TOTAL</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total gallons of ALL fuels sold</td>
<td>300,000</td>
<td>2,400,000</td>
<td>700,000</td>
<td>500,000</td>
<td>500,000</td>
</tr>
<tr>
<td>Total gallons of E85 fuel sold</td>
<td>333,333</td>
<td>1,860,000</td>
<td>500,000</td>
<td>700,000</td>
<td>500,000</td>
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<tr>
<td>Total gallons of E15 fuel sold</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total gallons of E80 fuel sold</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total gallons of diesel fuel sold</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total fuel sales revenue</td>
<td>$1,400,000.00</td>
<td>$4,200,000.00</td>
<td>$1,760,000</td>
<td>$200,000</td>
<td>$2,280,000</td>
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</tbody>
</table>

*Total Number of Existing Fuel Dispensers: 8
*Total number of existing refueling positions: 16
*Number of HBSIP refueling positions proposed: 16
*Number of EBS refueling positions proposed: 0
*Number of $20 refueling positions proposed: 0

Be sure to Save!
### Disposers

<table>
<thead>
<tr>
<th>Table Number</th>
<th>Disposer Name</th>
<th>Initial Cost Base Amount</th>
<th>Initial Cost Base Amount Percentage</th>
<th>Total Initial Cost Base Amount</th>
<th>Total Initial Cost Base Amount Percentage</th>
<th>Initial Cost Base Material</th>
<th>Initial Cost Base Material Percentage</th>
<th>Total Initial Cost Base Material</th>
<th>Total Initial Cost Base Material Percentage</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Storage Tanks

<table>
<thead>
<tr>
<th>Table Number</th>
<th>Storage Tanks Name</th>
<th>Initial Cost Base Amount</th>
<th>Initial Cost Base Amount Percentage</th>
<th>Total Initial Cost Base Amount</th>
<th>Total Initial Cost Base Amount Percentage</th>
<th>Initial Cost Base Material</th>
<th>Initial Cost Base Material Percentage</th>
<th>Total Initial Cost Base Material</th>
<th>Total Initial Cost Base Material Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Retrofit Existing Dispensers to Sell Rack Blended E15**

<table>
<thead>
<tr>
<th>Dispensers</th>
<th>Replace or Add New E85 (For Infill)</th>
<th>Replace or Add New E85 Dispensers</th>
<th>Install E85 Dispensers for CNG</th>
<th>Retrofit Existing Dispensers</th>
<th>Total Dispensers/Pumps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Dispensers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Dedicated Dispensers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Shared Dispensers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Dedicated Fueling Posi-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Shared Fueling Posi-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Average Capped Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Matching Fund</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>Marketing Commitment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$200,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Federal Cost Share Amount</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Non-Federal Cost Share Amount</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Federal Cost Share Percentage</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Non-Federal Cost Share Percentage</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

- **8 dispensers**
- **8 shared dispensers**
- **16 shared hoses/fueling positions; 87, 88, 91**
## Storage Tanks

<table>
<thead>
<tr>
<th>Total Number</th>
<th>Average Capped Cost</th>
<th>Total Cost</th>
<th>Federal Cost Share Amount</th>
<th>Non-Federal Cost Share Amount</th>
<th>Federal Cost Share Percentage</th>
<th>Non-Federal Cost Share Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$80,000</td>
<td>$80,000</td>
<td>$20,000</td>
<td>$50,000</td>
<td>25%</td>
<td>75%</td>
</tr>
</tbody>
</table>

**Total Proposed Activities**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000</td>
<td>$120,000</td>
<td>$180,000</td>
<td>43%</td>
<td>57%</td>
</tr>
</tbody>
</table>

Be sure to Save!
And then
Refresh
Priority score = (HBIIP project cont. + Admin Prior. + Targeted Asst. ) / $ Grant request = 192,000 / $120,000 = 1.6000

<table>
<thead>
<tr>
<th>Amount of Grant Request</th>
<th>Non-Federal Cost Share Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$120,000</td>
<td>$160,000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Eligible Project Cost</th>
<th>HBIIP Project Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$280,000</td>
<td>72,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrator Priorities</th>
<th>Targeted Assistance Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>40,000</td>
<td>80,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost: Equipment (All except UST/S/Systems) All Fueling Systems</th>
<th>Total Cost: Underground Storage Tanks/Systems, Existing Fueling Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>$290,000</td>
<td>$80,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stations (1)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station Name</td>
<td>Score</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
</tr>
<tr>
<td>Tony's less than 10 station</td>
<td>1.000</td>
</tr>
<tr>
<td>COST CLASSIFICATION</td>
<td>(A) TOTAL COST</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>1. Administrative and legal expenses</td>
<td>$0</td>
</tr>
<tr>
<td>2. Land, structures, rights-of-way, appraisals, etc.</td>
<td>$0</td>
</tr>
<tr>
<td>3. Relocation expenses and payments</td>
<td>$0</td>
</tr>
<tr>
<td>4. Architectural and engineering fees</td>
<td>$0</td>
</tr>
<tr>
<td>5. Other architectural and engineering fees</td>
<td>$0</td>
</tr>
<tr>
<td>6. Project inspection fees</td>
<td>$0</td>
</tr>
<tr>
<td>7. Site work</td>
<td>$0</td>
</tr>
<tr>
<td>8. Demolition and removal</td>
<td>$0</td>
</tr>
<tr>
<td>9. Construction</td>
<td>$0</td>
</tr>
<tr>
<td>10. Equipment</td>
<td>$200,000</td>
</tr>
<tr>
<td>10a. Equipment (all except PFS/Systems/All Fueling Stns)</td>
<td>$200,000</td>
</tr>
<tr>
<td>10b. Underground Storage</td>
<td>$80,000</td>
</tr>
<tr>
<td>11. Miscellaneous</td>
<td>$0</td>
</tr>
<tr>
<td>12. SUBTOTAL (sum of lines 1 - 10 +11)</td>
<td>$200,000</td>
</tr>
<tr>
<td>13. Contingencies</td>
<td>$0</td>
</tr>
<tr>
<td>14. SUBTOTAL</td>
<td>$200,000</td>
</tr>
<tr>
<td>15. Project (least) Income</td>
<td></td>
</tr>
<tr>
<td>16. TOTAL PROJECT COSTS (subract #15 from #14)</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

17. Federal assistance requested, calculate as follows:

Enter eligible costs from line 10a and multiply x .92.

![Image of form with highlighted areas](image-url)
## Application Rollup Totals

<table>
<thead>
<tr>
<th>Priority Score</th>
<th>1.5000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Grant Request</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total Eligible Project Cost</td>
<td>$280,000</td>
</tr>
<tr>
<td>Administrator Priorities</td>
<td>40,000</td>
</tr>
<tr>
<td>Total Cost: Equipment (All except UST/S/Systems) All Fueling Systems</td>
<td>$290,000</td>
</tr>
</tbody>
</table>

### Stations (1)

<table>
<thead>
<tr>
<th>STATION NAME</th>
<th>STATION SCORE</th>
<th>CONGRESSIONAL DISTRICT</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony’s less than 10 station</td>
<td>1.0000</td>
<td>14.03</td>
<td>▼</td>
</tr>
</tbody>
</table>
Tony’s #2 New Station

*More common Proposed Activities*

- New Fueling Station (Targeted Assistance for fewer than 10 stations)
- 4 islands under canopy in forecourt
- 2 dispensers per island
- 2 fueling positions/hoses per dispenser
- Install 8 dispensers with shared capacity to pump:
  - E15 (blended E85 w/ 87) to sell as 88; shared hose w/ 87, 89, and 91
  - E85 flex fuel; dedicated hose

Note: UST/S is installed at construction but not considered eligible project costs for New Station.
<table>
<thead>
<tr>
<th>Station Type</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Fueling Station Name</td>
<td>Terry's #2 - NEW station</td>
</tr>
<tr>
<td><strong>Station Physical Address</strong></td>
<td></td>
</tr>
<tr>
<td>*Address Line 1</td>
<td>2610 NE 118th</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>*City</td>
<td>Ankeny</td>
</tr>
<tr>
<td></td>
<td>Iowa</td>
</tr>
<tr>
<td>*County/County</td>
<td>Polk</td>
</tr>
<tr>
<td></td>
<td>Polk</td>
</tr>
<tr>
<td>*ZipPostal Code</td>
<td>50321</td>
</tr>
<tr>
<td>*ZipPostal Code (last 4)</td>
<td>50321</td>
</tr>
<tr>
<td>*Country</td>
<td>United States</td>
</tr>
<tr>
<td>*Congressional District</td>
<td>IA-03</td>
</tr>
<tr>
<td>*Telephone</td>
<td>515-495-7200</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
</tbody>
</table>

**Priority Scoring Criteria (Check all that apply)**
- Interstate Corridor
- Intrastate Corridor Name
- State Station
- Woolworth States
- New England States

*Be sure to Save!*
<table>
<thead>
<tr>
<th>Name and contact information of person to be contacted on matters involving this station</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prefix</strong></td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td><strong>Suffix</strong></td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
</tbody>
</table>

**Station Mailing Address**

| Address Line 1 | 2610 NE 11th St |
| Address Line 2 |  |
| **City** |  |
| **State** | IA |
| **County/Parish** |  |
| **FIPS Code** | 15 |
| **Zip/Postal Code** | 50021 |
| **Congressional District** | IA-03 |
### Projected Fuel Sales

- Projected total gallons of ALL fuels sold: 000,000
- Projected total gallons of E10 fuel sold: 500,000
- Projected total fuel sales revenue: $1,500,000

### Proposed Fueling Positions

- Total Number of Fuel Dispensers proposed: 0
- Number of E15/E25 refueling positions proposed: 10
- Number of E85 refueling positions proposed: 16
- Number of BBD refueling positions proposed: 0
- Total number of refueling positions proposed: 32

Be sure to Save!
### Shared Dispensers

<table>
<thead>
<tr>
<th>Dispensers</th>
<th>INSTALL NEW EIS FOR C16 DISPENSER</th>
<th>INSTALL NEW EIS DISPENSER (NOT IN C16)</th>
<th>INSTALL EIS DISPENSERS FOR CASEHOR</th>
<th>INSTALL NEW BIG DISPENSER</th>
<th>TOTAL DISPENSERS/PUMPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Dispensers</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Number of Dedicated Dispensers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Shared Dispensers</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Number of Dedicated Fueling Positions</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Shared Fueling Positions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

### Shared Costs

<table>
<thead>
<tr>
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<th>$10,000</th>
<th>$10,000</th>
<th>$0</th>
<th>$0</th>
<th>$10,000</th>
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</thead>
</table>

Be sure to Save!
And then Refresh
## Application Rollup Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Priority Score</td>
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<tr>
<td>Amount of Grant Request</td>
<td>$272,000</td>
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<tr>
<td>Non-Federal Cost Share Amount</td>
<td>$312,000</td>
</tr>
<tr>
<td>Total Eligible Project Cost</td>
<td>$264,000</td>
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<tr>
<td>Non-Harm Project Contribution</td>
<td>414,000</td>
</tr>
<tr>
<td>Administrator Priorities</td>
<td>136,000</td>
</tr>
<tr>
<td>Targeted Assistance Priority</td>
<td>140,000</td>
</tr>
<tr>
<td>Total Cost: Equipment (All except USFS/SI Systems) All Fueling Systems, $554,000</td>
<td></td>
</tr>
<tr>
<td>Total Cost: Underground Storage Tanks/Systems, Existing Fueling Stations, $550,000</td>
<td></td>
</tr>
</tbody>
</table>

### Stations (2)

<table>
<thead>
<tr>
<th>STATION NAME</th>
<th>STATION SCORE</th>
<th>CONGRESSIONAL DISTRICT</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony's #2 - NEW station</td>
<td>3.2763</td>
<td>IA-01</td>
<td>![Action Icon]</td>
</tr>
<tr>
<td>Tony's less than 10 station</td>
<td>3.6000</td>
<td>IA-03</td>
<td>![Action Icon]</td>
</tr>
<tr>
<td>COST CLASSIFICATION</td>
<td>(A) TOTAL COST</td>
<td>(B) COSTS NOT ALLOWABLE FOR PARTICIPATION</td>
<td>(C) TOTAL ALLOWABLE COSTS</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------</td>
<td>------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>1. Administrative and legal expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Land, structures, right-of-way, appraisals, etc.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Relocation expenses and payments</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4. Architectural and engineering fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5. Other architectural and engineering fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6. Project inspection fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>7. Site work</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>8. Demolition and removal</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>9. Construction</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>10. Equipment</td>
<td>$544,000</td>
<td>$40,000</td>
<td>$504,000</td>
</tr>
<tr>
<td>10a. Equipment (all except UST/Systems) All Fueling Stations</td>
<td>$544,000</td>
<td>$0</td>
<td>$544,000</td>
</tr>
<tr>
<td>10b. Underground Storage Tanks/Systems, Existing Fueling Stations</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>11. Miscellaneous</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>12. SUBTOTAL (sum of lines 1-10A)</td>
<td>$544,000</td>
<td>$40,000</td>
<td>$504,000</td>
</tr>
<tr>
<td>13. Contingencies</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>14. SUBTOTAL</td>
<td>$544,000</td>
<td>$40,000</td>
<td>$504,000</td>
</tr>
<tr>
<td>15. Project (program) income</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>16. TOTAL PROJECT COSTS (subtotal 815 from F16)</td>
<td>$544,000</td>
<td>$40,000</td>
<td>$504,000</td>
</tr>
</tbody>
</table>

Federal assistance requested: exact as follows:
$272,000

Enter eligible costs from line 10c and multiply X 50%
This number cannot exceed the value in 17.C (Federal Assistance Requested) on the Budget Costs tab.

The sum of Applicant + State + Local + Other cannot be less than Federal.

Be sure to Save!
Tony’s Fuel Distribution Facility Example

• Average throughput volume of 2 M gallons per year, 2017-19
• Projected - Incremental increase of throughput volume of B20 or higher blends as substantiated by:
  o Validated demand, 200,000 gallons added;
  o Market drivers, 200,000 gallons added;
  o Documented incentives, 200,000 gallons added;
  o Project sustainability, 200,000 gallons added;
  o Investment to consumer education/marketing, 200,000 gallons added;
  o Partnerships, 200,000 gallons added;
### Annual throughput volume for past 3 years (2017-19), for all fuels

<table>
<thead>
<tr>
<th>Year</th>
<th>Volume (Gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2,000,000</td>
</tr>
<tr>
<td>2018</td>
<td>2,000,000</td>
</tr>
<tr>
<td>2017</td>
<td>5,000,000</td>
</tr>
</tbody>
</table>

Total Volume (Gallons) 2017-2019: 5,000,000

5-Year Average Volume (Gallons) 2017-2019: 2,000,000

The incremental increase in throughput/volume of HBIIP fuel, as substantiated by:

- Validated demand (Gallons added)
- Market drivers (Gallons added)
- Documented incentives (Gallons added)
- Project sustainability (Gallons added)
- Investment to consumer education/marketing (Gallons added)
- Partnerships (Gallons added)

### Requested Federal Funds

- Federal Funds: $1,000,000.00

### HBIIP Priority Score

- Priority Score: 3.2000

---

**Be sure to Save!**

*Should match the number on the Estimated Funding tab*
<table>
<thead>
<tr>
<th>COST CLASSIFICATION</th>
<th>(A) TOTAL COST</th>
<th>(B) COSTS NOT ALLOWABLE FOR PARTICIPATION</th>
<th>(C) TOTAL ALLOWABLE COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative and legal expenses</td>
<td>$300,000</td>
<td>$0</td>
<td>$300,000</td>
</tr>
<tr>
<td>2. Land, structure, rights-of-way, appurtenant, etc.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Relocation expenses and payments</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4. Architectural and engineering fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5. Other architectural and engineering fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6. Project inspection fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>7. Site work</td>
<td>$100,000</td>
<td>$0</td>
<td>$100,000</td>
</tr>
<tr>
<td>8. Demolition and removal</td>
<td>$100,000</td>
<td>$0</td>
<td>$100,000</td>
</tr>
<tr>
<td>9. Construction</td>
<td>$300,000</td>
<td>$0</td>
<td>$300,000</td>
</tr>
<tr>
<td>10. Equipment</td>
<td>$1,400,000</td>
<td>$0</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>11. Miscellaneous</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>12. SUBTOTAL (sum of lines 1-10 +11)</td>
<td>$2,000,000</td>
<td>$0</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>13. Contingencies</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>14. SUBTOTAL</td>
<td>$2,000,000</td>
<td>$0</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>15. Project (program) income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. TOTAL PROJECT COSTS (subtract #15 from #14)</td>
<td>$2,000,000</td>
<td>$0</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>17. Federal assistance requested, calculate as follows:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter eligible costs from line 16c and multiply x 30%.

Should match the number on the Estimated Funding tab

Be sure to Save!
This number cannot exceed the value in 17.C (Federal Assistance Requested) on the Budget Costs tab.

The sum of Applicant + State + Local + Other cannot be less than Federal.

Be sure to Save!
Questions on HBIIP
Worksheet templates?

Kelly Bogle
Other important documents
Important Documents

- Checklist for Online Application System
- HBIIP Online Access Request
- HBIIP Online Application Instructions and Users Guide
  - Single Point of Contact List for Executive Order 12372 requirements (sec: 7.3.1)
  - Dispensers and Fueling Equipment Reference Guide (sec: 7.5.6 and 7.5.7)
- Environmental Review Documents Guide (sec: 7.8)
  - Matching Funds Verification/Certification Guide (sec: 7.7.2 and 7.8)
  - SF 424 D Assurances - Construction Programs (sec: 7.8)

Other Resources

- Fuels Institute Retailing Biofuels Federal Regulations
- Handbook for Handling, Storing, and Dispensing E85 and Other Ethanol-Gasoline Blends
- Biodiesel Handling and Use Guide (Fifth Edition)
Environmental Review Documents
(Cleared Under OMB Docket No. 0575-0197)

For the Agency to consider an application, the application must include all environmental review documents with supporting documentation in accordance with 7 CFR part 1970.

Any required environmental review must be completed prior to obligation of funds, as per 7 CFR 1970.11(b).

Applicants are advised to contact the Agency/RD State Office/State Environmental Coordinator to determine environmental requirements as soon as practicable to ensure adequate review time for their proposed projects.

Project characteristics should help determine the type of environmental review required.

- Projects replacing/installing E15/E25 fuel dispensers, but no Underground Storage Tanks and Systems (USTS) related activity should qualify as Categorical Exclusion (Cat. Ex.) without a report. 7 CFR 1970.53(c) refers to upgrading equipment in existing structures.
- Projects replacing/installing USTS, the use of 7 CFR 1970.53(c)(2) is appropriate; Cat. Ex., without a report.
- For new UST installations, the use of 7 CFR 1970.54(c)(13) is appropriate. This assumes in both cases that there is no extraordinary circumstance present that would elevate the level of environmental review per 7 CFR 1970.52.

Applicants are advised in all cases of new facilities construction to contact RD State/State Environmental Coordinator to determine environmental requirements as soon as practicable.
Important Documents

- Checklist for Online Application System
- HBIIP Online Access Request
- HBIIP Online Application Instructions and Users Guide
  - Single Point of Contact List for Executive Order 12372 requirements (sec: 7.3.1)
  - Dispensers and Fueling Equipment Reference Guide (sec: 7.5.6 and 7.5.7)
  - Environmental Review Documents Guide (sec: 7.8)
  - Matching Funds Verification/Certification Guide (sec: 7.7.2 and 7.8)
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Other Resources

- Fuels Institute Retailing Biofuels Federal Regulations
- Handbook for Handling, Storing, and Dispensing E85 and Other Ethanol-Gasoline Blends
- Biodiesel Handling and Use Guide (Fifth Edition)
Matching funds -- Verification and Certification

Verification. Applicants must provide a budget to support the work plan showing all sources and uses of funds during the project period. Applicants will be required to verify matching funds, both cash and in-kind. Sufficient information should be included for the USDA to verify all representations.

Sources of Estimated Funding:

<table>
<thead>
<tr>
<th>Estimated Funding</th>
<th>Cash</th>
<th>In-kind</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$272,000</td>
<td></td>
<td>$272,000</td>
</tr>
<tr>
<td>Applicant</td>
<td>$272,000</td>
<td></td>
<td>$272,000</td>
</tr>
<tr>
<td>State</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Local</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$60,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$260,000</td>
<td>$50,000</td>
<td>$310,000</td>
</tr>
</tbody>
</table>

If matching funds are in cash, applicants must provide a copy of a bank statement showing a funds level adequate to cover the stated cash match.

Bank Statement from Applicant’s bank demonstrating availability of $172,000 at execution.

If a third party is providing cash for the match, the applicant must submit a letter from that party certifying that the party has the cash and will provide that cash to the applicant.

Letter of from State to certify $25,000, cash available and to be provided to applicant.

Letter of from Other parties to certify $30,000 cash available and to be provided to applicant.

If a third party is providing in-kind services for the match, a Letter of Commitment must be submitted to certify the each type of service rendered to the project, that the each service is an eligible HBIP expense, the cash equivalent value of the each service, and the approximate delivery time of the each service for the match.

Letter of Commitment from State Authority/Organization to certify in-kind value of $25,000 and type of assistance to be provided to applicant during grant period.

Letter of Commitment from Other Organization to certify in-kind value of $20,000 and type of assistance to be provided to applicant during grant period.

Certification. Applicants must certify that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant that is advanced, not less than an equal amount of match funds will have been funded prior to submitting the request for advance.
Matching Funds -- Verification and Certification

Verification: Applicants must provide a budget to support the work plan showing all sources and uses of funds during the project period. Applicants will be required to verify matching funds, both cash and in-kind. Sufficient information should be included for the USDA to verify all representations.

Sources of Estimated Funding:

<table>
<thead>
<tr>
<th>Estimated Funding</th>
<th>Cash</th>
<th>In-kind value</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$1,000,000</td>
<td></td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Applicant</td>
<td>$500,000</td>
<td></td>
<td>$500,000</td>
</tr>
<tr>
<td>State</td>
<td>$110,000</td>
<td>$100,000</td>
<td>$210,000</td>
</tr>
<tr>
<td>Local</td>
<td>5</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td>Other</td>
<td>$100,000</td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,800,000</td>
<td>$1,800,000</td>
<td>$2,600,000</td>
</tr>
</tbody>
</table>

If matching funds are in cash, applicants must provide a copy of a bank statement showing a funds level adequate to cover the stated cash match.

Bank Statement from Applicant’s bank demonstrating availability of at least $600,000 at execution.

If a third party is providing cash for the match, the applicant must submit a letter from that party certifying that the party has the cash and will provide that cash to the applicant.

Letter of from State to certify $100,000, cash available and to be provided to applicant.

If a third party is providing in-kind services for the match, a Letter of Commitment must be submitted to certify the cash equivalent value of the service, and the approximate delivery date of the service for the match.

Letter of Commitment from State Authority/Organization to certify in-kind value of $100,000 and type of assistance to be provided to applicant during grant period.

Letter of Commitment from Other Organization to certify in-kind value of $100,000 and type of assistance to be provided to applicant during grant period.

Certification: Applicants must certify that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant that is advanced, not less than an equal amount of matching funds will have been funded prior to submitting the request for advance.
Higher Blends Infrastructure Incentive Program

Important Documents

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- HBIIP Online Application Instructions and Users Guide
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- Handbook for Handling, Storing, and Dispensing E85 and Other Ethanol-Gasoline Blends
- Biodiesel Handling and Use Guide (Fifth Edition)
ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0548-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project contemplated in this application.

2. Will give the awarding agency, the Commissioner General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not impose, of modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. The awarding agency will retain all title to the property acquired; and in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work performed with the approved plans and specifications will be self consistent, and that progress reports and other information is as may be requested by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the assistance awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.


9. Will comply with the Land-Based Rent Protection Prevention Act (42 U.S.C. §6661 et seq.) which prohibits the use of real estate in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§681, 683, and 688-688e), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-555), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 4223 and 527 of the Public Health Service Act of 1982 (42 U.S.C. §§200 et seq.) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §1901 et seq.), as amended, relating to nondiscrimination in the rental, financing of housing; (i) any other nondiscrimination provisions in the specific formula(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchase.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) adoption of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11994; (b) mitigation of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) compliance with project consistency with the approved State management plan developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1990, as amended (42 U.S.C. §§7411 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, tribes, local governments, and Non-Profit Organizations. The requirements of all other laws, regulations, and policies.

*SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

*APPLICANT ORGANIZATION

*DATE SUBMITTED

SF-242D (Rev. 7-97) Back

424D must be certified by Notary public or equivalent recognized officer.
Questions on Other important documents?

Kelly Bogle
Thank you!

Anthony Crooks
Kelly Bogle
EnergyPrograms@usda.gov

202-205-9322

https://www.rd.usda.gov/programs-services/higher-blends-infrastructure-incentive-program